

MADISON COUNTY, VIRGINIA PERSONNEL POLICIES MANUAL

WORKERS' COMPENSATION

POLICY NO.	9.7	EFFECTIVE:	01/02/2024
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A. Coverage

1. The County provides Workers' Compensation insurance coverage at no cost to employees. This insurance program covers an injury (by accident) or illness (occupational disease) which arises out of and in the course of employment that requires medical, surgical or hospital treatment. Workers' Compensation coverage is provided to all regular and temporary employees, both full and part-time.
2. There are several types of benefits provided by the Virginia Workers' Compensation Act, which generally include time-loss benefits after seven (7) calendar days for temporary or permanent partial disability, death benefits, paid medical expenses and rehabilitation services.

B. Program Administration

1. Employees must provide immediate notification to the County Administrator's Office following any injury or illness including those which occur during emergency or other hours outside the regular business day. The County Administrator shall be notified immediately (at home if after hours) in the event of a fatality.
2. Each department shall establish procedures for notification of appropriate personnel for emergency and after-hours situations, including notification of injury or illness of employees during such times. Departmental procedures shall be communicated to all employees affected.
3. Employee Responsibility
 - a. Immediate Notification of Injury/Illness
 - b. It is mandatory that every work-related injury or illness regardless of severity be reported immediately by the employee to his/her immediate supervisor. In addition, when circumstances allow, the employee is to complete the written incident report at the time of supervisor notification. Failure to report an injury/illness promptly may result in loss of compensation and payment of medical expenses.

- c. Completion of Required Report(s)
- d. Within the first 2 hours following injury, the employee shall be responsible for completing a report of the incident using forms provided for this purpose. Upon completion, the employee shall give the report to his/her supervisor to review the report.

4. Immediate Supervisor Responsibility

- a. County Administrator Notification

The Department head shall contact, or designate someone within the department to contact the County Administrator's Office to advise of the following:

- i. An injury/accident immediately upon receipt of employee notification; and,
- ii. An employee's return to work or change in work status.

- b. Completion of Required Report(s)

- i. The Department head shall review the incident report to ensure that it is complete. The Department head shall assist the employee when necessary to complete all required information. In addition, the Department head shall complete the report if the seriousness of the injury/ illness precludes the employee from doing so, and shall later, when able, get a written statement from the incapacitated employee.
- ii. The incident report shall be forwarded to the County Administrator's Office within three hours of an incident.

5. Modified Work Assignment

- a. The County actively supports a selective return-to-work program. For claims deemed compensable by the Workers' Compensation insurance carrier, every effort shall be made within the employee's department to find a suitable modified work assignment for an employee unable to perform his/her regular duties. Any return to work action taken by the County shall be in accordance with Virginia compensation laws.
- b. The modified work assignment shall be based upon the treating physician's medical evaluation (including information on required medical treatments, recovery prognosis, work restrictions, and time frames). The Department head and County Administrator shall carefully consider the

medical report(s) and the availability of suitable modified duty prior to initiating a modified work assignment.

- c. An injured employee, who refuses any suitable employment, shall not be entitled to any compensation at any time during the continuance of such refusal, unless in the opinion of the Virginia Workman's Compensation Commission the refusal was justified.